

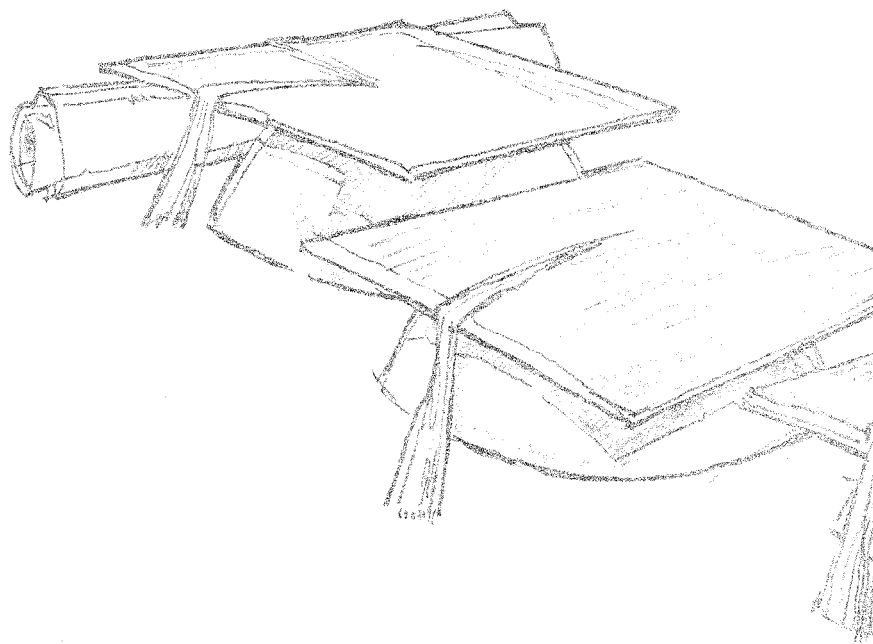
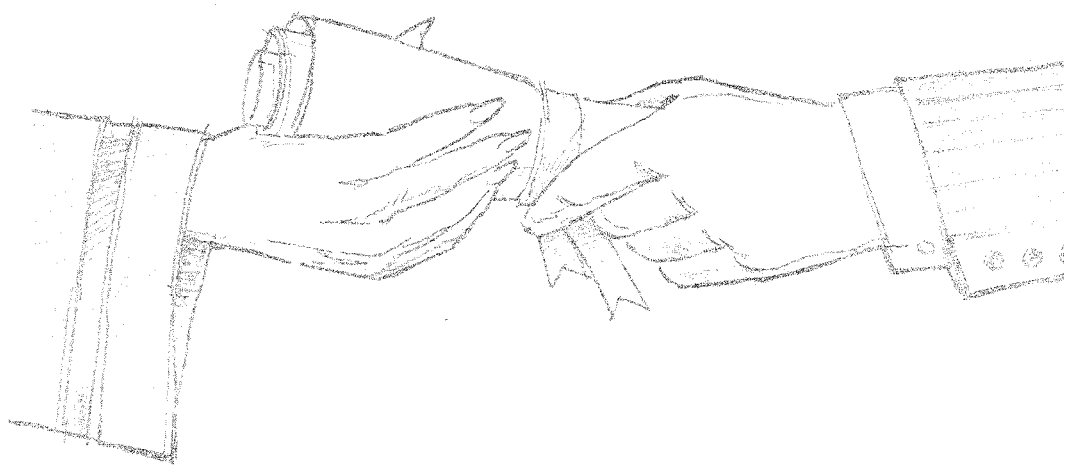
A career in  
labor-management relations as a  
**LABOR-MANAGEMENT RELATIONS  
EXAMINER**



National  
Labor Relations Board

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# Y --- --- OUR CAREER

Your choice of a career is undoubtedly one of the most important decisions you will make in your lifetime. If you desire a career which will include the assurance that you will

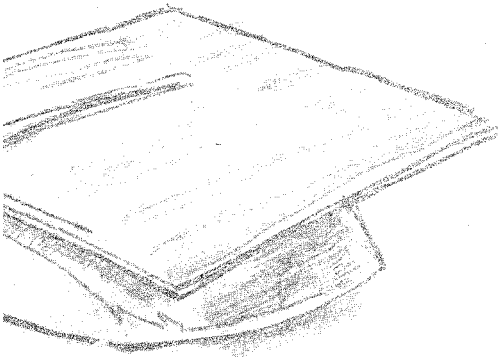
Enhance industrial  
democracy in the  
workplace . . .

Professionally advance  
based on your individual  
ability with no restrictions  
as to how far you can  
go . . .

Achieve a comfortable  
standard of living for  
yourself and your  
family . . .

Be part of a team of highly  
dedicated and skilled  
professionals performing  
meaningful, important,  
interesting and challenging  
work . . .

You should then seriously  
consider a career with the  
**National Labor Relations  
Board** as a Labor-  
Management Relations  
Examiner (Field Examiner).





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## ABOUT THE NATIONAL LABOR RELATIONS BOARD

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Since 1935, when Congress established it as an independent Federal Agency to administer the National Labor Relations Act, the NLRB has protected the public interest by promoting industrial peace. It accomplishes its objectives by encouraging collective bargaining between representatives of employees and employers and by protecting the right of employees to organize into groups of their own choosing or to refuse to do so.

Basically, the NLRB has two functions:

- (1) to prevent and remedy unfair labor practices, whether committed by labor organizations or employers, and
- (2) to establish, usually by secret-ballot elections, whether or not certain groups of employees wish to be represented by labor organizations for collective-bargaining purposes.

The NLRB is organized into two major parts: the five-member Board itself, which has its own staff, and the Office of the General Counsel.

The Board Members and the General Counsel are appointed by the President with the consent of the Senate. Their offices are located in Washington, D.C. In addition, the Agency maintains field offices in major cities across the Nation. A map showing these offices and their areas of jurisdiction is shown on pages 12 and 13.

Agency authority is divided by law. The Board acts primarily as a quasi-judicial body in deciding cases upon formal records. The General Counsel is responsible for the investigation and processing of cases, including their prosecution in the courts.

The General Counsel also exercises general supervision over the Agency's field offices. It is with the General Counsel's staff that the public has the most contact.

# WHAT THE AGENCY NEEDS

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To meet its responsibilities successfully, the National Labor Relations Board needs astute, intelligent and dedicated professionals:

- (1) who are looking for the challenges offered to those who believe in the impartial and even-handed enforcement of labor-management laws as administered by the National Labor Relations Board;
- (2) who enjoy working with people from different walks of life and who have the analytical and “meet-and-deal people” skills required to be successful.

As a Field Examiner, you will help in the administration and enforcement of the primary labor law in this country by:

Contacting the parties involved in a labor controversy (unfair labor practices) and investigating the matters underlying the controversy.

Acting on requests for certification of representatives for collective-bargaining purposes. This may involve setting up and conducting representation hearings in order to obtain the facts relevant to those cases, and , if appropriate, arranging for and conducting secret-ballot elections among the employees concerned.

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## **HE LABOR-MANAGEMENT RELATIONS EXAMINER'S JOB**

Labor-Management Relations Examiners (Field Examiners) carry out the bulk of the investigative and election work of the Agency. Their task is an exciting and exacting one. They must gather and analyze facts pertinent to their assigned cases, many of which make headlines across the Nation. To accomplish this, they must meet and talk with employees and their supervisors, shop stewards, business agents, and other labor union officials, personnel officers, directors of industrial relations, and other officers of business and industrial enterprises; and attorneys representing both labor and management.

Field Examiners recommend appropriate action on each case, including possible remedies. When appropriate, they work with the parties concerned to obtain voluntary agreement or adjustment. They also recommend further action when that becomes necessary and dismissal of cases found to be without merit.

Field Examiners arrange and conduct elections among groups of employees (ranging in size from two to several thousand) to determine whether or not they wish to be represented by a labor organization for the purpose of bargaining collectively with their employer. Additionally, they are called upon to serve as Hearing Officers in disputed representation cases, taking testimony and applying the rules of evidence regarding its admission.

Field Examiners must do all of these things while inspiring confidence in the soundness of their judgment and respect for their impartiality. This requires a person who is independent and resourceful, and who has the ability to deal tactfully with people who usually feel aggrieved and sometimes become upset or contentious. Finally, Field Examiners must make reasonable, supportable determinations in situations which are often volatile and sometimes trying.

## C **OOPERATIVE EDUCATION PROGRAM**

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Undergraduate and graduate students who are interested in becoming Field Examiners may apply to participate in this Agency's cooperative education program. These positions are located in all of our Regional Offices. Where a co-op student works does not necessarily determine where the student may be offered permanent employment once he/she completes the program. The entry grade level for the cooperative education program for both the undergraduate and graduate co-op student ranges from GS-4 to GS-7 and is determined by the number of educational credits completed prior to entry into the program.

Undergraduate co-op students normally work two work periods of 3 months each with an intervening educational period. After completion of the second work period, the co-op may either return to school to complete his/her education or be eligible for noncompetitive conversion to the Field Examiner position.

Graduate co-op students normally work one 6-month work period and return to school to complete their education. However, it is possible for noncompetitive conversion to the Field Examiner position to occur upon completion of the one work period.

Upon completion of the cooperative education program, both the undergraduate and graduate co-op student may be converted to the Field Examiner position non-competitively. The grade level at which a co-op is converted will depend upon the grade point average or class standing for the undergraduate co-op and the time in grade as a GS-7 for the graduate co-op.

Students who wish further information regarding the program or who are interested in applying for the Agency's cooperative education program should contact the NLRB office most convenient to them for the application forms.





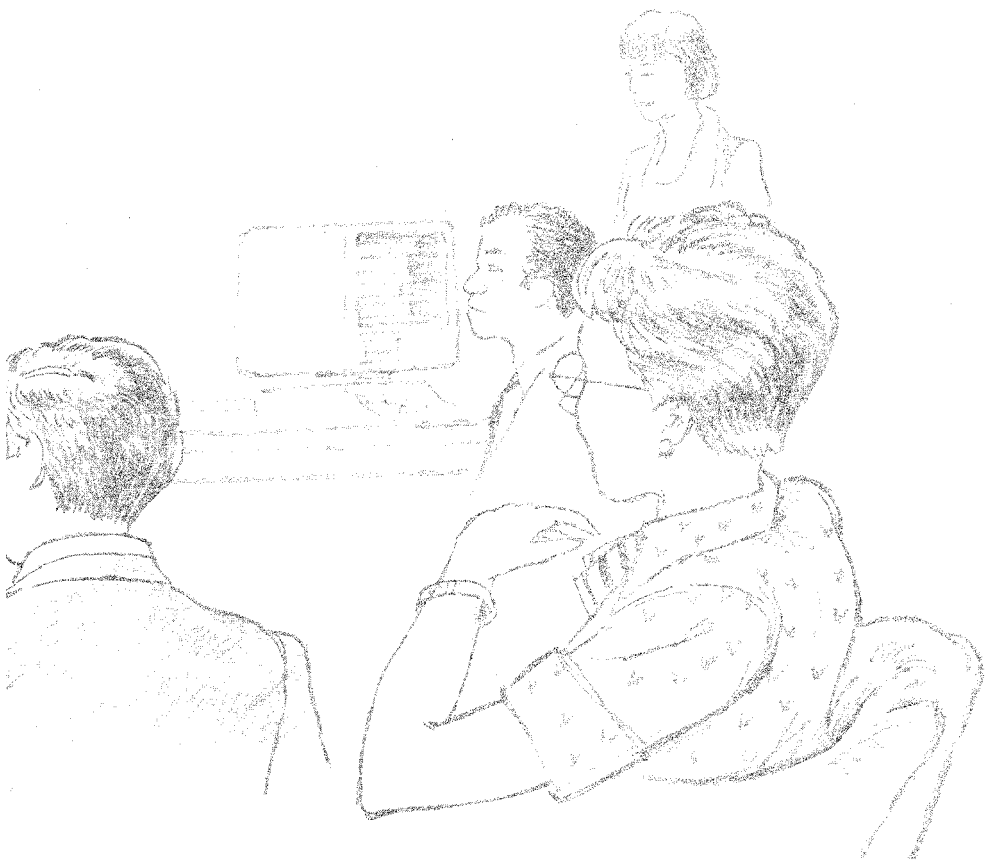
## **T**RAINING AND CAREER DEVELOPMENT

When you report for work, you will be assigned to a supervisor who, by means of informal discussions and assigned readings, will give you a working knowledge of applicable state and Federal laws relating to labor relations. You will start developing an awareness of how these laws are brought to life and implemented by means of Agency procedures and court decisions.

The industrial makeup of the geographic area in which you will be working will be

explained to you. This will include the types of industries and labor organizations that predominate and some idea of how they interact with each other.

You will accompany experienced agents into the field both to observe and to assist in the processing of cases. As your skills develop over the weeks, you will take on more and more responsibility and, as soon as you are able, will "go it alone" with your own cases.



In addition to individual training, Regional Offices often conduct formal training programs for all professional employees. These consist of meetings in which experts in various aspects of the Agency's work give instruction and advice on casehandling techniques. These sessions give both unseasoned and experienced employees an opportunity to sharpen their skills, keep abreast of new developments, and enhance their ability to accept positions of greater responsibility.

The Agency also conducts area and national conferences of professional personnel, exchange programs, and a career planning and executive development program, and participates in training institutes and conferences conducted by other Government agencies, private associations, and educational institutions.

Agency policy is to help employees develop to their fullest capacity as quickly as possible, from the standpoint of both productivity and earning power.

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## ABOR-MANAGEMENT RELATIONS EXAMINER

One may qualify through work experience in labor-management relations or a closely related field, or through undergraduate study successfully completed in a college of recognized standing which included the equivalent of at least 24 semester hours in one or a combination of subjects such as labor relations, industrial relations, personnel administration, business administration, economics, labor economics, labor law, political science, accounting, or law. One may also qualify through graduate study in Labor Relations or Industrial Relations. In addition, one may qualify on the basis of a combination of work experience and educational background.

The entry grade level for which an applicant qualifies for the Field Examiner position ranges from GS-5 to GS-9 and will be determined by the applicant's education, work experience, or a combination of both.

Because our work requires meeting the public at all levels and dealing with the parties involved in situations that are often tense and emotionally charged, personal characteristics are an essential part of the application process. For this reason, personal interviews may be required of applicants.



## **STARTING SALARY AND PROMOTION OPPORTUNITIES**

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Most Field Examiners start at the GS-5, GS-7, or GS-9 level. Your starting salary will depend on your educational background, work experience, if any, and performance on any examination that may be required by this Agency or by the Office of Personnel Management.

You will advance rapidly with the NLRB. If you develop as expected, you will be eligible for promotion at approximately 1-year intervals until you reach GS-12 and you will be eligible for promotion to the full performance level of

GS-13 after 2 years as a GS-12. If you are appointed at GS-7, you will be eligible for promotion to GS-9 after your first year, to GS-11 after your second year, to GS-12 after your third year, and then to GS-13 after your fifth year.



Opportunities above the GS-13 level are plentiful. For instance, you may become a supervisor, administrator, or manager at the same or higher levels. Each Regional Office has an Assistant to the Regional Director who is in grade GS-15 and a Regional Director who is in the Senior Executive Service (SES). Field Examiners are eligible for and can progress to these positions.

## **WHERE THE JOBS ARE . . .**

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The Agency has over 400 Field Examiners. The positions are located in Regional, Subregional, and Resident Offices in major cities across the country. The map on the following pages shows the offices and their respective jurisdictional areas. Their addresses are listed on pages 19 and 20. Your location preferences will be taken into consideration during the evaluation of your application. If we offer you employment, it will generally be for one of the locations you have listed. In any event, you will know your location assignment well before you are scheduled to begin working.

## ● Regional Offices

- 1 Boston, MA
- 2 New York, NY
- 3 Buffalo, NY
- 4 Philadelphia, PA
- 5 Baltimore, MD
- 6 Pittsburgh, PA
- 7 Detroit, MI
- 8 Cleveland, OH
- 9 Cincinnati, OH
- 10 Atlanta, GA
- 11 Winston-Salem, NC
- 12 Tampa, FL
- 13 Chicago, IL
- 14 St. Louis, MO
- 15 New Orleans, LA
- 16 Ft. Worth, TX
- 17 Kansas City, KS
- 18 Minneapolis, MN
- 19 Seattle, WA
- 20 San Francisco, CA
- 21 Los Angeles, CA
- 22 Newark, NJ
- 24 Hato Rey, PR
- 25 Indianapolis, IN
- 26 Memphis, TN
- 27 Denver, CO
- 28 Phoenix, AZ
- 29 Brooklyn, NY
- 30 Milwaukee, WI
- 31 Los Angeles, CA
- 32 Oakland, CA
- 33 Peoria, IL
- 34 Hartford, CT

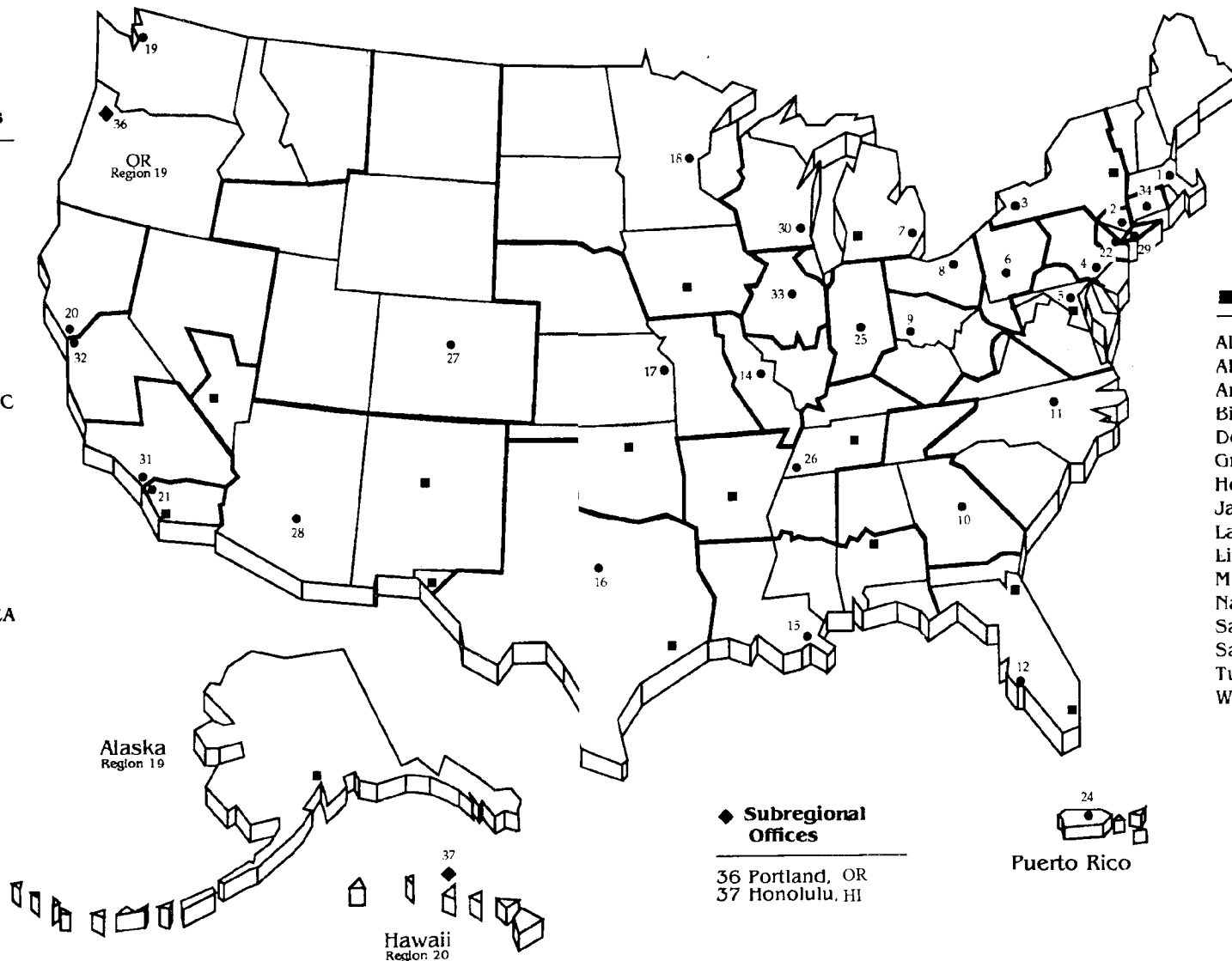
## ■ Resident Offices

Albany, NY  
 Albuquerque, NM  
 Anchorage, AK  
 Birmingham, AL  
 Des Moines, IO  
 Grand Rapids, MI  
 Houston, TX  
 Jacksonville, FL  
 Las Vegas, NV  
 Little Rock, AR  
 Miami, FL  
 Nashville, TN  
 San Antonio, TX  
 San Diego, CA  
 Tulsa, OK  
 Washington, DC

## ◆ Subregional Offices

36 Portland, OR  
 37 Honolulu, HI

24  
 Puerto Rico



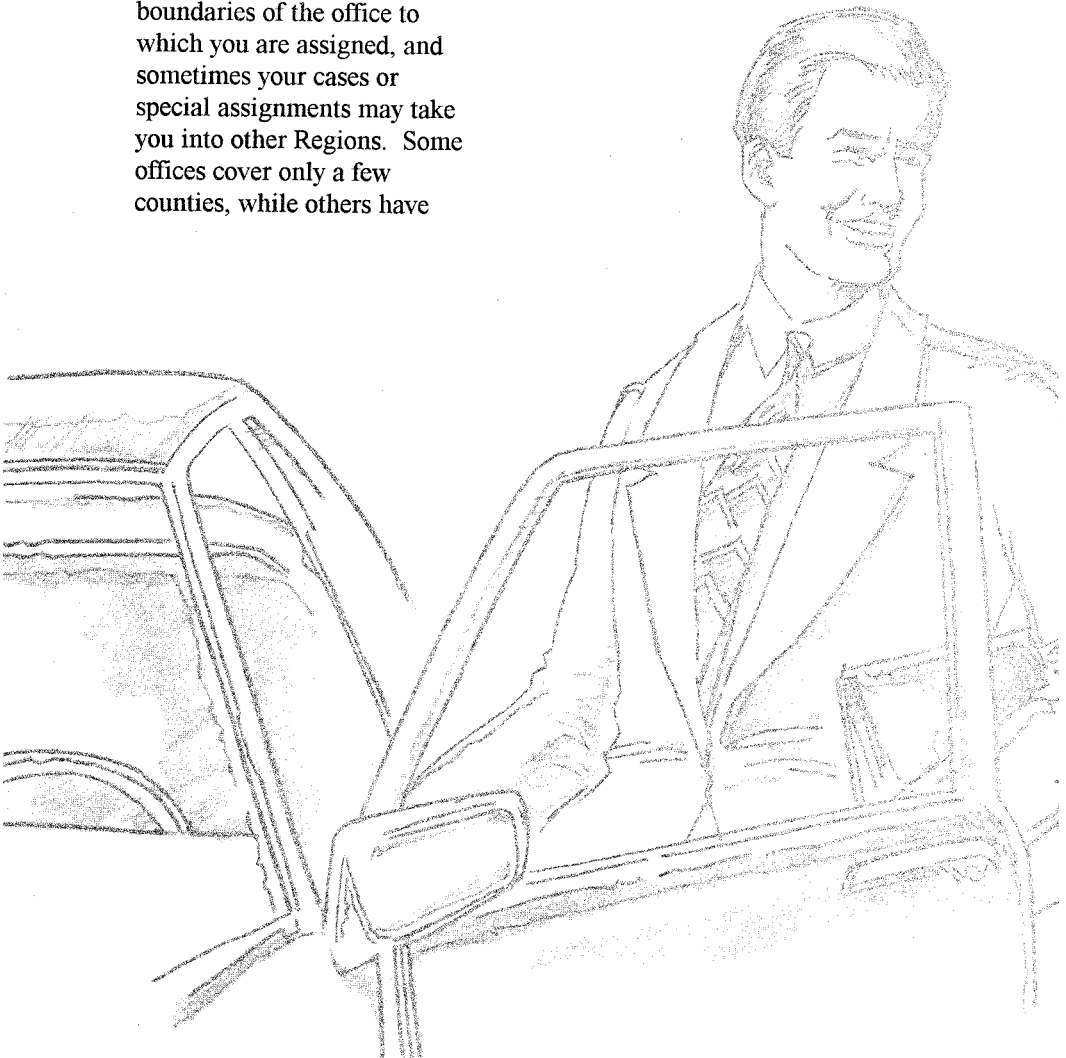
# T RAVEL

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As a Field Examiner you will visit the homes, offices, and workplaces of the persons involved in your cases.

Consequently, you will be called upon frequently to travel within the regional boundaries of the office to which you are assigned, and sometimes your cases or special assignments may take you into other Regions. Some offices cover only a few counties, while others have

jurisdiction over several States. Of course, travel and subsistence expenses are paid by the Government.



## **EXTRA BENEFITS**

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### **Vacation and Leave**

Paid leave for vacations and other personal use increases as your Government service increases, starting with 13 working days per year for employees with less than 3 years' service. This increases to 20 working days per year, the equivalent of a 4-week paid vacation after the third year of Government service, and increases again to 26 working days for those with 15 or more years.

### **Holidays**

Employees are granted 10 paid holidays each year.

### **Sick Leave**

The 13 days of sick leave that you earn each year accumulate without limit when not used and protect you from loss of salary due to illness. Annual leave may also be used for illness. After a few years of service, you will have earned and should accrue enough leave to ensure that you are protected from a loss in pay during an illness of several months.

### **Insurance**

You will have the opportunity to participate in a variety of group hospitalization, surgical, and life insurance plans in which the Agency shares the cost. Liberal financial protection, without cost, is also provided for you and your family in the event of a job-connected injury or death.

### **Retirement**

In the Federal Civil Service you will be covered by a model retirement program, the Federal Employees Retirement System Act of 1985 (FERS).

### **Thrift Savings Plan**

In conjunction with the establishment of FERS, Congress created the Thrift Savings Plan (TSP) to permit Government employees covered by FERS or CSRS to participate in a tax-deferred savings plan. With certain restrictions, FERS employees may contribute up to 10 percent of base pay with matching Government contributions up to 5 percent.

# **E**MPLOYMENT POLICY

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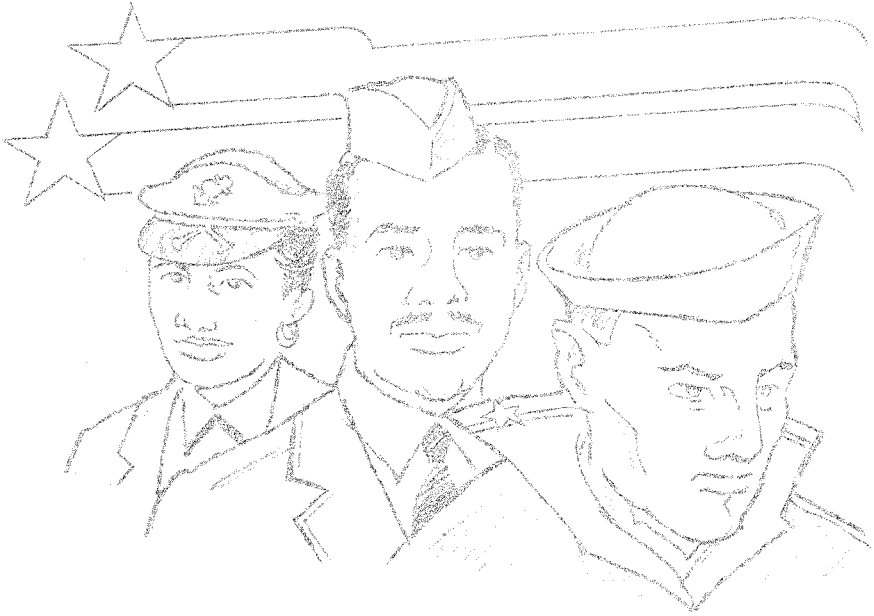
Field Examiners are under a competitive system which prohibits political consideration of any kind in your selection for appointment or in your future advancement or retention with the Agency. Your selection for employment and future career will be free from the influence of extraneous considerations such

as race, religion, national origin, age, nepotism, employee union or fraternal affiliation, and personal or partisan sponsorship. Women and men are considered for these positions on an equal basis.





# MILITARY SERVICE



If you are a member of a military reserve unit and must attend annual training, you will receive up to 15 days of military leave with full pay. Time spent in the military service counts toward service requirement for leave purposes.

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## **I**T'S YOUR MOVE . . .

Now that you know more about the National Labor Relations Board and its Mission, don't you think you owe it to yourself to look further into the possibilities of joining it? If so, you should go ahead and contact the NLRB office most convenient to you to obtain additional information or visit our web site at [www.nlr.gov](http://www.nlr.gov) for current information on employment opportunities with the National Labor Relations Board.